



## 2016 Election Timekeeping Guidance

For County Employees working the Elections on: **April 26 (Primary) & November 8 (General)**

### Training:

Training classes for the Primary Election will be held during March & April.

Training classes for the General Election will be held during September & October.

- Training will be offered at various times and locations for both the Primary and General elections:
  - The CAO did not grant Admin Leave for training.
  - For training taken during the employees scheduled hours, the employee must use their own leave.

### Regular Full Time & Part Time Employees


#### Day Off (RDO)

#### Election Day Coverage (i.e. Judge)

Election Day Coverage (i.e. Judge)	April 26 (Primary) & November 8 (General)
<b>Full or Part Time Employees with Tuesday as a regular day off (RDO)</b>	If employee was <u>not scheduled</u> to work, they are not entitled to Admin Leave – Other.
<b>Mctime Action</b>	<b>None</b> – Employee was not scheduled to work, therefore no timecard action required.

#### Normal Work Day

#### Election Day Coverage (i.e. Judge)

<b>Employees who normally work on Tuesday</b>	<b>Admin Leave – Other should be used with Reason Code SOE001.</b> Per CAO, Admin Leave can only be used to replace scheduled hours up to maximum of 8 hrs - even if normal schedule is greater than 8.  <b>NOTE: Hours worked in excess of 8 should not be recorded in Mctime. Volunteers will receive a stipend coordinated by Board of Elections.</b>
<b>Full Time Employees</b>	<b>Example:</b> If employee normally works a 10 hr shift – they may have 8 hours of Admin Leave – Other with Reason Code SOE001 and 2 hours of Annual or Comp Leave Used
<b>Part Time Employees</b>	<b>Example:</b> If employee normally works a 5 hr shift – they may have 5 hours of Admin Leave – Other with Reason Code SOE001
<b>Mctime Action</b> see screen shots below  	<ol style="list-style-type: none"> <li>1) Add row in timecard</li> <li>2) Select Pay Code: Admin Leave – Other</li> <li>3) In Transfer Box Select reason code button</li> <li>4) Search for SOE001</li> <li>5) Enter up to 8 hours (only) for the duration (Full or Part Time Employees)</li> <li>6) Save</li> </ol>

Add Row	Pay Code	Transfer	Sun 4/24	Mon 4/25	Tue 4/26	
	<b>Over 8 Full Time example</b>					
	Hours Worked				10.0	
	Admin Leave - Other	////SOE001//			8	
	Annual Leave				2	
			0.0	0.0	10.0	10.0

Add Row	Pay Code	Transfer	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27
	<b>Part time example</b>					
	Hours Worked				5.0	
	Admin Leave - Other	////SOE001//			5	
			0.0	5.0	5.0	0.0

For assistance on adding rows or entering Pay Codes in Mctime, refer to the [Employee Tasks Job Aid](#).